

CHANGE NOTICE FOR MANUAL 4-2005

Manual: Family Services, Volume I: Children's Services, Chapter VIII: Child Protective Services, 1426, Central Registry System Manual

Effective: February 1, 2006

Date: December 19, 2005

Re: Revised Manual and Form

As a response to legislative requests for information about Contributory Factors, Report Reasons, the Safe Surrender Law and the expansion of Multiple Response (MRS) to all 100 North Carolina counties, the attached changes are being made to the Central Registry, Children's Services Manual 1426, DSS 5104 and DSS 5104a. All of the changes were presented to and approved by the North Carolina Association of County Directors of Social Services and are effective February 1, 2006. As of that date, counties will also be able to enter the new Family Assessment Type Found code "Services Provided, No Longer Needed."

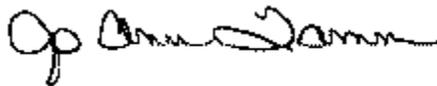
In the past, your agency has used the old ncr carbon forms to document turnarounds from the Division. Effective February 1, 2006, the DSS 5104 and DSS 5104a turnaround forms will be printed via a laser printer. An electronic version of the form will be available at <http://info.dhhs.state.nc.us/olm/forms/dss/>. Counties will receive printed copies of the turnarounds on white, carbonless paper.

Please ensure that all staff members who have child welfare responsibility or data entry responsibility are provided copies of the new manual or access to it via the DSS web site. The manual can be found online at:

<http://info.dhhs.state.nc.us/olm/manuals/dss/>

Once on the Division's manual web page, click on Chapter VIII, Section 1426. Any questions may be addressed to the Family Support and Child Welfare Services Section staff at (919) 733-4622.

Sincerely,



Jo Ann Lamm, Chief

Family Support and Child Welfare Services Section

JAL/lme

Attachments:

Central Registry Report User Manual

DSS-5104

DSS-5104a

cc Pheon Beal

Sherry Bradsher

Children's Program Representatives

Work First Representatives

Family Support and Child Welfare Services Team Leaders

Local Business Liaisons

Sarah Barham